DoDMERB WEBSITE

APPLICANT USER GUIDE

1 March 2010

Department of Defense, Medical Examination Review Board

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TABLE OF CONTENTS

PREFACE 1

OVERVIEW 1

APPLICATION PROCESS SUMMARY 1

IMPORTANT TERMS TO KNOW 2

AGENCIES 2

SUB-AGENCIES 2

CYCLE YEAR 2

SHIPPED PHYSICALS 2

MILITARY TREATMENT POCs 2

DODMERB WEBSITE 3

HOME PAGE 3

Log In 4

Create Applicant Account 4

Forgot Your Password? 7

EDIT PROFILE 8

APPLICANT FUNCTIONALITY 9

Military Treatment POCs 10

LIST OF FIGURES

Figure 1: Login 4
Figure 2: Applicant Create Account Screen 6
Figure 3: Successful Account Creation 6
Figure 4: User Logged On 7
Figure 5: Forgot Password Username Entry 7
Figure 6: Forgot Password Security Question and Answer 7
Figure 7: Change Password Screen 8
Figure 8: Change Security Question/Answer 9
Figure 9: Applicant Roles 9
Figure 10: Sample Military Treatment POCs 10

PREFACE

The Department of Defense Medical Examination Review Board (DoDMERB) is the Department of Defense Agency responsible for the determination of medical qualification of applicants for appointment to all United States Service Academies, Reserve Officers' Training Corps (ROTC) Admissions Offices and detachment personnel, Direct Commission Programs, Uniformed Services University of Health Sciences (USUHS) Admissions personnel, as well as other programs as assigned by the Assistant Secretary of Defense for Health Affairs.

The DoDMERB website is the communication hub for medical acceptance status between the aforementioned agencies, Waiver authorities, and the applicants seeking admission.

The website provides the capability for the Admissions office to upload new applicants into the system for the scheduling of their physical examinations, and subsequent medical review for the particular program. The website then allows the agencies to download certified qualified, disqualified, and waiver-granted physical examinations. Applicants have the ability to monitor the approval process via the website.

This User's Guide will address the 1 March 2010 release of the DoDMERB Website.

OVERVIEW

This User's Guide is intended for the use of Applicants for appointment to Service Academies, ROTC programs, Direct Commission program, and USUHS.

Upon login, the user will see their status in table format. This table lists all process steps and the dates they occurred, any codes that are pertinent (such as remedial codes), and a separate table which lists the codes and their definitions.

APPLICATION PROCESS SUMMARY

1. Applicant applies at Agency
2. Agency sends application to DoDMERB
3. DoDMERB sends direction to obtain physical examination to applicant
4. Results of physical are shipped to DoDMERB
5. DoDMERB approves/disapproves medical qualification
    a. If disapproved, requests can be made for further information or tests. These applicants' files are relocated nightly to the Waiver Portion of the website.
    b. Disqualified applicants need a waiver request for approval.
    c. Waiver is approved or disapproved.

6. Applicant has to have both Qualified/Waiver Granted AND an application status of Accepted before the physical will ship for Academies and 4-year ROTC. Physicals for all other Qualifed/Waiver Granted applicants will ship without acceptance notice.

IMPORTANT TERMS TO KNOW

AGENCIES

The Agencies are defined as the United States Service Academies, the ROTC Admissions Offices, and the USUHS Admissions Offices.

SUB-AGENCIES

The sub-agencies are the detachments to the agencies, such as ROTC Detachments in remote locations. Each detachment is allowed three user accounts. The User Names for these user accounts do not change. As personnel are cycled through the detachments, the replacements' information is entered into the user account. The Administrator manages user accounts.

CYCLE YEAR

The Cycle Year is the year preceding the start of the new academic school year, running from July 1st through June 30th. For example, the current cycle year is 2009, which runs from July 1, 2009 through June 30, 2010, the cycle year is defined by the year in which it first starts.

SHIPPED PHYSICALS

DoDMERB will direct the applicant to obtain a physical examination. The physical is then sent to DoDMERB for review. Once approved and the applicant has accepted his or her appointment the physical is downloaded to the Agency, or shipped.

If the Applicant has been disqualified and waiver-denied, the physical is not shipped. However, the physical is kept in electronic format permanently, and the hard copy is destroyed when the physical is no longer valid after two years.

The user will click on the *Shipped Physicals* link to view the files available for download to the various Agencies. The user can sort the reports based on the Agency and Detachment, narrowing the list greatly.

MILITARY TREATMENT POCs

If the applicant does not have access to a medical facility for obtaining the physical examination or requests for further tests, clicking on this link, *Military Treatment POCs* will give a listing of Military Treatment Facilities (MTFs) available to applicants. Clicking on the Facility's title in the list will display the contact information for that installation.

DODMERB WEBSITE

The Uniform Resource Locator (URL) for the DoDMERB Website is https://dodmerb.tricare.osd.mil/. The User must first Accept or Decline consent to monitoring of their actions on this Department of Defense (DoD) Computer System after reading the Statement. Data in this system is protected by the Privacy Act of 1974. The User must accept to proceed.

HOME PAGE

The Home Page is where the user can log on. New Applicants can create their User Accounts here, as well. There is also a **DoDMERB Message of the Day**. This will be any important news or instructions for Users, Applicants, or DoDMERB personnel.

There are some functions that can be performed from the Home Page without the need for logging in. These are:

- Access Forms
  - DoDMERB Forms
  - DoD Forms
- Access Medical Codes
  - Remedial Codes
  - Disqualification Codes
- Access Links
  - ROTC Links and Documents
  - Military Links
  - Overseas (Overseas Websites)
  - Other Important Links
- Access FAQs
- View Contacts
  - Important DoDMERB Contact Information
    - Address
    - Phone Numbers
    - Phone Tree
    - DoDMERB Scheduling Contractor
    - Email Addresses
- View Point of Contact (POC) for Detachments to manage User Accounts.
  - Detachment POC information
  - Simultaneous Membership Program (SMP) "FAST TRACK" Program information
- View User Guide(s)

  - Applicant User Guide
  - Admission/Detachment User Guide
- DoDMERB Workflow Diagram

Log In

The login box is on the upper left side of the Home Page, below the DoDMERB Seal (see Figure 1). Once a User Name and Password have been assigned, the user can log in from this page by entering the UserName and Password. If an account has not yet been established, see below. If the User has an account, and cannot remember their user name or password, click on *Forgot your password?*.

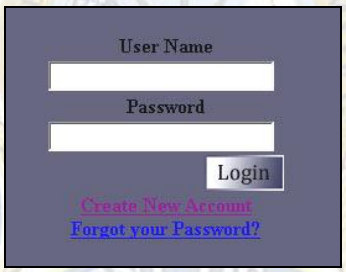

Figure 1: Login

Create Applicant Account

If the Applicant already has an account, they will enter their User Name and Password on the Home Page in the appropriate boxes. To create a new account, the Applicant will click on *Create New Account* (see Figure 1 above). The Applicant will then enter his or her Social Security Number (SSN) and Date of Birth (DOB). If both are present in the system, the Applicant will be taken to the **Create User Account** screen (see Figure 2 below). If the Applicant does not have an application in the system, the Applicant will need to contact the Admissions or Detachments Officer to ascertain the status of the application.

Once the system has determined the Applicant is in the system, the Applicant will be prompted to create a login **UserID**. The Applicant will enter:

- User Name
- Password
- Reenter Password to confirm

The Applicant will be asked to select a Security Question and the answer. This question and answer are used to verify the identity of the user when the user name and/or password are forgotten. On this form the Applicant will enter:

- A Security Question (for example, What is your pet's name?)
- The Answer (Scruffy)
- Enter the Answer a second time to confirm

(**NOTE**: When requesting forgotten information the user name and password will be emailed to the email address supplied in the profile.)

The Applicant will then enter their profile information where not already filled in:

- Last Name
- First Name
- Middle Initial
- Sex
- Street Address
- City
- State
- Zip
- Primary Contact Phone Number (and type, i.e., home)
- Secondary Phone Number (and type, i.e., cell)
- Email Address

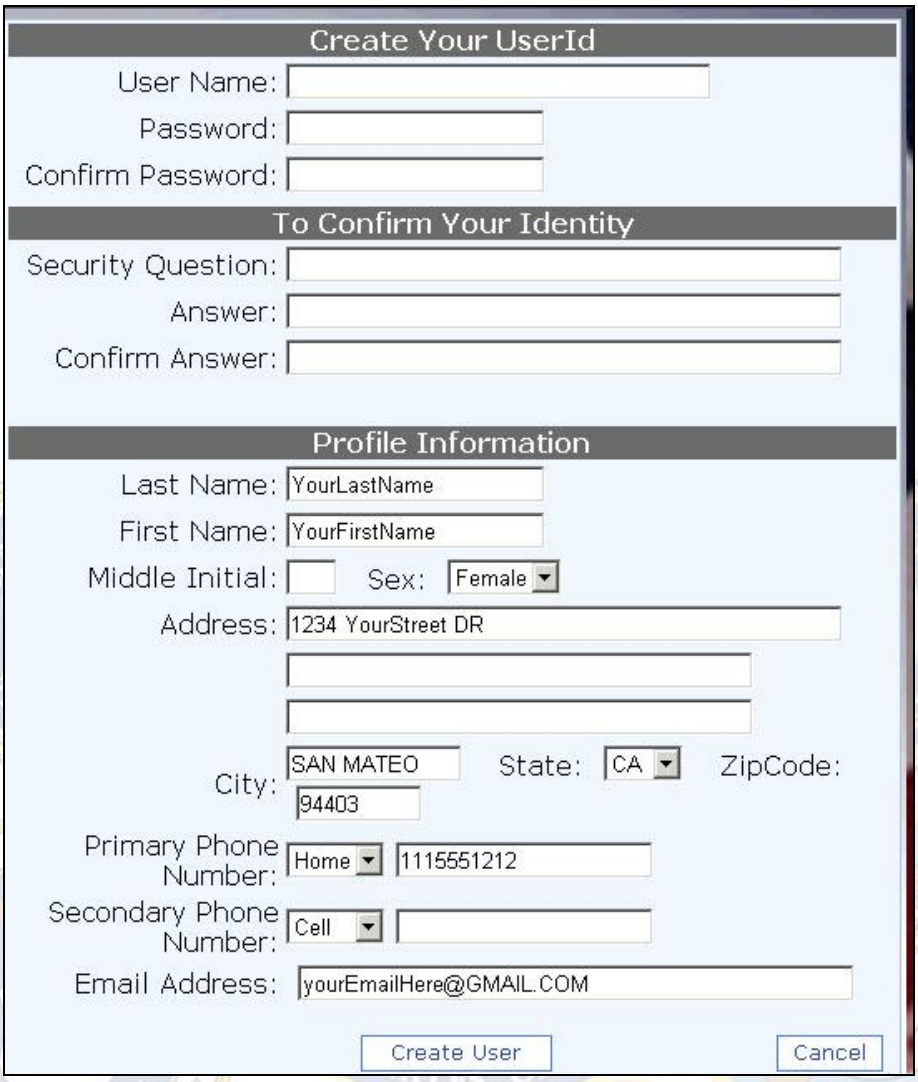

Figure 2: Applicant Create Account Screen

The Applicant will then click on *Create User*, or they may *Cancel*. The Applicant will see a message verifying the account creation, and direction to click on *Login* to view their status (see Figure 3).

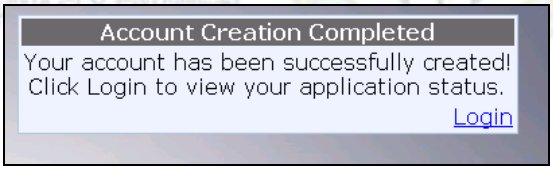

Figure 3: Successful Account Creation

On successful login the Applicant will see their User Name in the box (see Figure 4). From here the Applicant can then *Edit Profile* or *Logout*, as well as the other menu functions available.

Figure 4: User Logged On

Forgot Your Password?

In the event of a forgotten password, the User will need to click on *Forgot your Passord?* (see Figure 1). The User will be asked to enter their username.

Figure 5: Forgot Password Username Entry

This will bring up the User's established Security Question. The User will enter the answer, which is case-sensitive, and the Password will be emailed to the address supplied on registration.

Figure 6: Forgot Password Security Question and Answer

EDIT PROFILE

Once logged on the Applicant will click on *Edit Profile* to change personal login information (see Figure 1). The Applicant will see their name and USER INFORMATION, then UserName, Sex, and SSN. The Applicant can edit the following information:

- Address
- City
- State
- Zip
- Primary Phone Number (and type, i.e., home)
- Secondary Phone Number (and type, i.e., cell)
- Email Address

The Applicant will click on *Update* to save the above changes. The following categories can also be edited. See each section for instruction.

- PASSWORD INFORMATION
  - Date Password last changed
  - Date Password expires
  - Click on *Change Password* to change existing password

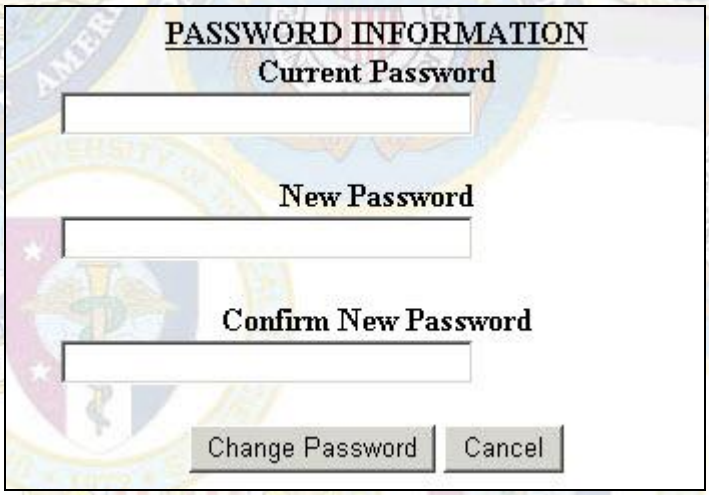

Figure 7: Change Password Screen

- SECURITY QUESTION/ANSWER
  - Click on *Change Your Question/Answer* to change existing Security Question and Answer.

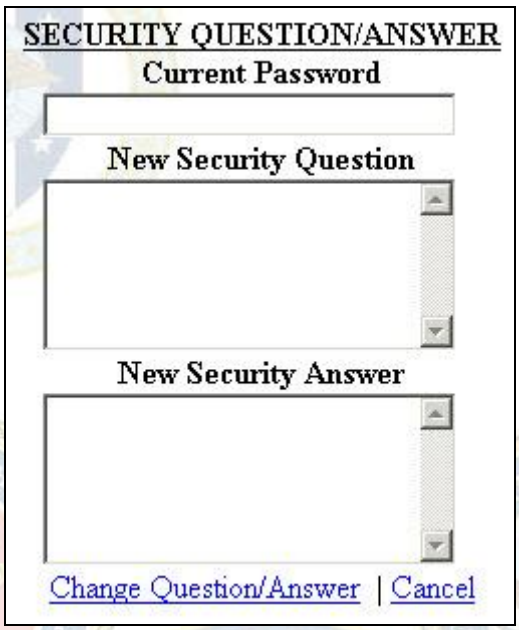

Figure 8: Change Security Question/Answer

- SECURITY ROLES
  - The Applicant will see that their Group Access is "-Applicant"

Figure 9: Applicant Roles

APPLICANT FUNCTIONALITY

Applicants have the ability to view their medical status during the approval process. The Applicant's information is displayed in table format. The Applicant may see the following (depending on their status):

- Name
- Agency Applied to
- Agency Location
- SSN
- Current Medical Status
  - Possible Entries:
    - Awaiting Receipt of initial medical information
    - Application under DoDMERB Review
    - Currently Under DoDMERB Review
    - Remedial Requested

  - Awaiting Remedial Response
  - Pending Waiver Submission/Review
  - Awaiting Waiver Review
  - Awaiting Automated Review
  - Waiver Granted
  - Waiver Denied
  - Qualified
  - Qualified with New Information
  - Disqualified
- Current Date of Medical Status
- Admission Status
- List of activity to application and date performed
- Codes (if applicable) and their descriptions

Applicants are limited to viewing their status only. Applicants should contact their Agency or Detachment for questions.

Military Treatment POCs

Clicking on the *Military Treatment POCs* link will bring up a list of all Military Treatment Facilities that are available for Applicants to receive medical assessments.

Treatment Facility POCs and Phone Numbers

Total Facilities Found: 120

City	State	Phone Number	Ext
EIELSON AFB	AK	9073771079	4326
ELMENDORF AFB	AK	9075514006	
FT WAINWRIGHT	AK	9073534107	
KODIAK	AK	9074875757	134
MAXWELL AFB	AL	3349532096	
FORT RUCKER	AL	3342557722	

Figure 10: Sample Military Treatment POCs